

## Licensing

### **Can I have a different name on my license or registration?**

No. The name on your license or registration must be your legal name.

### **How can I change my name with the Board?**

For individuals, complete Form LA-40 Change of Name or Contact Info.

For businesses, complete a new business application.

### **Can I apply for a license, registration, or permit online?**

Our website is currently undergoing some renovation to accommodate our new licensing system.

Presently, you cannot submit applications for licensure, registration, or permits online. You will need to download the appropriate application, complete it, and submit it to the Kansas Board of Pharmacy for processing. If you would like a pharmacy technician application, you can submit your request online and we will mail you an application. If you need a pharmacy intern application, please email us for assistance.

### **Where can I get a fingerprint card?**

You can request a fingerprint card on our website. Complete the request form and, upon receipt, a fingerprint card will be mailed to you directly.

Most local police or sheriff departments maintain fingerprint cards in their office. However, the applicant will need to write include the following required information or we will not receive your background report and you will have to recomplete the process (including an additional fee).

ORI: KS920152Z KS BD of Pharmacy Topeka, KS

Reason Fingerprinted: KS BD of Pharmacy KSA 65-1696

### **How can I find out the status of my application?**

Once an application has been processed and a license or registration has been issued, our License Verification site will be updated to show the license/registration has been issued. The online verification website will not show the status for applications that are incomplete or in-progress.

**How long does it take to get a license, registration, or permit?**

Completed pharmacy technician applications with no offence or criminal history take around two weeks to process. Processing time may be extended by incomplete items, criminal history, license verifications from other states, or delayed background checks.

Business applications that are complete and do not require an inspection are usually processed within 10 business days. Additional time may be added if the application is missing documents, needs an inspection, or has to be reviewed by the legal department.

**How can I update my contact information with the Board?**

For individuals, complete Form LA-40 Change of Name or Contact Info.

For businesses, updates can be provided through eLicensing, upon renewal or by contacting the Board directly.

**Does Kansas have reciprocity with other states?**

Pharmacists licensed in other states may apply for reciprocal licensure in Kansas through the National Association of Boards of Pharmacy (NABP). Pharmacists licensed in Kansas may also be eligible for reciprocal licensure in other states and may apply through NABP.

There is no reciprocal registration for pharmacy technicians.

**Can I request a duplicate license/registration?**

Duplicates for a lost or destroyed pocket cards can be obtained by completing Form LA-80 Duplicate Pocket Card and submitting it to the Board along with the \$1.25 fee.

Duplicates for lost or destroyed wall certificates (pharmacist only) can be obtained by completing Form LA-85 Duplicate Wall License and submitting it to the Board along with the \$10 fee.

For business registrations, please contact the Board office.

**Where can I get fingerprinted?**

You can be fingerprinted at most law enforcement agencies, including your local sheriff's office, police department or correctional facility. The Kansas Bureau of Investigation will also do fingerprinting.

**How long does it take to process the background check?**

KBI/FBI background checks usually take about 7-10 business days after fingerprints are submitted to the KBI office by the Board.

**Can I find out if a license has been suspended or revoked?**

Yes. The Board publishes all disciplinary actions, including suspensions and revocations, on our website quick links under “Disciplinary Actions” or under the Legal tab.

**What is the cost of the background check?**

The KBI/FBI background check costs \$48 payable directly to the Board, which is nonrefundable. There may also be a small charge to be fingerprinted, depending on the fingerprinting location chosen.

**How do I submit my intern experience hours to get licensed as a Pharmacist?**

Proof of qualifying pharmaceutical experience outside of the intern’s regular school internship hours shall be evidenced by affidavits (Form S-400 Intern Experience Hours) filed with the Kansas State Board of Pharmacy. It is the intern’s responsibility to submit the completed affidavits to the Board office and maintain a copy of the affidavits for their own records. The affidavits should be signed by the pharmacy intern and the pharmacist preceptor who supervised the intern hours.

The supervising pharmacist must be a preceptor in order to sign the affidavit documenting the intern hours. According to K.A.R. 68-1-3a, a preceptor may supervise no more than two individuals who are pharmacy students or interns at any time and all hours must be worked when the pharmacy student or intern is in regular attendance. A pharmacist may become a preceptor after a minimum of two years in the active practice of pharmacy. If interested in becoming a pharmacist preceptor, please email the Board office at [pharmacy@ks.gov](mailto:pharmacy@ks.gov).

## Graduates of Foreign Schools

**When can I apply for my intern license in Kansas if I graduated from a school of pharmacy outside of the United States?**

The candidate must first apply and take the FPGEC. The foreigner must also prove they have the ability to communicate in English. They must pass the internet-based test of English as a foreign language (iBT) and the test of spoken English (TSE).

**When applying for my intern license, does the Board of Pharmacy recognize rotation hours in an international pharmacy school?**

No. The candidate must first pass the FPGEC they can then fill out an Intern application. The candidate is then responsible for arranging to obtain the 1500 hour internship in a hospital or retail pharmacy.

**When applying for my intern license, does the Board of Pharmacy recognize hours worked in a pharmacy outside of the United States?**

No. The candidate must first pass the FPGEC they can then fill out an Intern application. The candidate is then responsible for arranging the 1500 hour internship in a hospital or retail pharmacy.

## Applications or Renewals with Criminal History

### **Can I submit an application if I have a misdemeanor, felony conviction, or other offense history?**

Yes. In reviewing an applicant's offense or criminal history, the Board evaluates whether the individual has been sufficiently rehabilitated to warrant the public trust. In making this determination, it helps if the applicant provides a detailed written statement explaining the offense history, related facts or events, as well as the reasons the applicant deserves to be licensed or registered. The applicant should include any helpful facts that would aid in the Board's evaluation, such as any relevant qualifications or experience in the profession, extenuating or mitigating circumstances regarding any illegal activity or wrongdoing, and work or volunteer history since the time of such wrongdoing. You may also include other documents that may help in the Board's review of your application, such as letters of recommendation, character references, evidence of present fitness for licensure, pleadings or other court documents from the case, and evidence of coursework, community involvement volunteer experience, or past job responsibilities.

### **Where can I obtain court documents?**

Court documents can be obtained from your attorney (if you were represented) or the clerk of court in the jurisdiction where the offense occurred. Contact the court clerk and ask how you can get copies of your case file. If the court tells you the documents are no longer available, submit an official notice from the court indicating as such.

### **What court documents should I submit with my application or renewal?**

The citation, complaint or summons indicating the specific violations/charges, and any amended complaints. Disposition documents with any plea or stipulation to the charges, court ruling, and terms of any dismissal, sentence, conviction, judgment, diversion, etc. Proof of completion of any probation, diversion or suspended imposition of sentence. If this is not available, submit the court's case or docket summary.

### **Does the Board review the answers to the disciplinary history questions?**

Yes. All applications are reviewed and compared to KBI/FBI report. If the application has information which is contradicted by the KBI/FBI background check, such statement may be considered an attempt to obtain a license by fraudulent means and may result in denial or other disciplinary action.

### **Do I need to report charges or offenses received when I was a minor (under 18)?**

No, you only need to report "adult" offenses. The only exception is if a minor was charged as an adult.

**Do I need to answer “yes” if my offense has been expunged?**

Yes. Even though we will not consider these offenses, we need to be able to compare them to your KBI and FBI background check to ensure there’s no conflicting information.

**Do I need to answer “yes” if my lawyer or someone else told me that the offense was no longer on my record?**

Unless a criminal conviction or offense has been expunged (this is a legal term) from your record or you have received a pardon, you need to report the information to the Board. If a case has merely been “dismissed,” it still has to be reported.

**Do I have to complete a background check?**

Yes. All applicants must submit to fingerprinting and undergo a criminal history record check by the KBI/FBI.

If you have a current license or registration with the Kansas State Board of Pharmacy and previously underwent a background check through our office, you may not need to do another one. Please contact us if you think you have already done a background check through our office.

**If I have been fingerprinted or had a background check in another state, do I have to do it again in Kansas?**

Yes. The Board does not accept KBI/FBI reports issued for other purposes.

**Does my application ever expire?**

Yes. Applications cannot remain pending indefinitely. If deficiencies are not timely corrected or if your application is denied or withdrawn, you must reapply. Please make sure that the Board has your current contact information to ensure you are receiving all official correspondence.

**Do I submit the fingerprint card with my application or may I send it before I apply?**

Fingerprint cards should be submitted to the Board office simultaneously and in conjunction with the application. If you are applying online, fingerprint cards should be submitted to the Board office either before the application is completed or on the same date. Please allow time for mailing.

**Will the Board process my application without a criminal background check?**

No. The fingerprints, waiver (Form S-100 Background Check), and \$48 fee must be filed with your application. Applications are accepted without the background check but are considered incomplete. All application items must be received before an application can be considered complete.

**Can I reapply if my license or registration was revoked?**

If your license or registration has been revoked by the Kansas State Board of Pharmacy, you must wait a minimum of one year from the effective date of revocation before applying for reinstatement. Please use the appropriate forms to request reinstatement after revocation: Form LA-65 Pharmacist Reinstatement after Revocation; Form LA-70 Technician Reinstatement after Revocation.

## Renewal

### **Can I renew online?**

Yes. During the renewal period (generally 30-45 days prior to expiration), you can complete your renewal application and make payment online 24 hours a day, seven days a week from any location with Internet access. It only takes a few minutes and you will receive a confirmation when you finish, so you will know your renewal is complete. In most instances, your new license, registration or permit is mailed the next business day after you submit the online renewal - sometimes even the same day. Your renewed license information will be available on our License Verification Database the day after you renew.

### **When does my license, registration, or permit expire?**

*There is no grace period for renewals.* Licenses, registrations and permits expire on the date printed on the printed license, registration, or permit, respectively. Expiration dates are also provided on the Board's website under the license verification.

Pharmacist licenses expire on June 30 at 11:59pm of the renewal year.

Pharmacy technician registrations expire on October 31 at 11:59pm of the renewal year.

Facility registrations expire on June 30 at 11:59pm of the renewal year.

Retail dealer permits expire on February 28 at 11:59pm of the renewal year.

### **Do my Continuing Education (CE) hours have to be completed before I can renew?**

Yes! There is no grace period for completion of the CE requirements. When you submit your renewal application (online or by mail), you must certify that you have completed the requisite number of continuing education hours during the prior licensing period. If the application has information which is contradicted by a CE audit, such statement may be considered an attempt to obtain a license by fraudulent means and a failure to meet the requirements for licensure, and may result in disciplinary action.

A license or registration may be renewed on inactive status without the required CE hours. Please note that inactive status does not allow an individual to continue to practice pharmacy.

### **When does my renewal have to be received by the Board office?**

There is NO grace period for renewals. Renewal applications must be hand-delivered, postmarked, or electronically time-stamped on or before the expiration date of the license, registration or permit. All other renewals will be considered late, require payment of the late fee, and are not authorized to work, operate or practice pharmacy until the renewal (and late fee) are submitted to the Board office.



**Can I renew my license/registration/permit after it has expired?**

Yes. Renewal applications hand-delivered, postmarked, or electronically time-stamped after the expiration date will be considered late and require payment of the late fee. Applicants are not authorized to work, operate or practice pharmacy until the renewal (and late fee) are submitted to the Board office.

**How early can I renew my license, registration or permit?**

The renewal application is usually open 30-45 days prior to the expiration date. A renewal reminder will be sent around this time.

**Do I have to pay the renewal fees and take continuing education if my license is on inactive status?**

Licensees on inactive status are still required to timely renew their license and pay the renewal fee. Continuing education is not required while a license is on inactive status. However, continuing education will be required for reinstatement to active status.

**What is the Kansas Administrative Procedure Act (KAPA)?**

The Kansas Board of Pharmacy is a regulatory agency. All disciplinary actions before the Kansas Board of Pharmacy are subject to the Kansas Administrative Procedure Act (KAPA), K.S.A. 77-501 *et seq.* The KAPA is a set of statutes that outline the procedures the Kansas Board of Pharmacy must follow. It provides for due process. This includes things such as reasonable notice, fair and impartial hearing, right to representation, and right to question witnesses or present evidence. KAPA is applied to all regulatory agencies of varying sizes.

**I received a Summary Order. How do I request a hearing?**

Hearing requests must be in writing and received by the Board office (email, mail, hand-delivered) within 15 days of the date of the Summary Order. Hearings are then scheduled before the Board at their next regular quarterly meeting.

## Continuing Education

### **How many CE hours do I need?**

Pharmacists are required to complete 30 hours of approved continuing education for each biennial renewal period. The hours must be completed within the licensed period, for example: July 1, 2014 – June 30, 2016 for even-numbered licenses, and July 1, 2015 – June 30, 2017 for odd-numbered licenses.

If you are a new graduate, the number is prorated and given to you in your original licensure letter.

### **What is a CEU?**

One CEU (continuing education unit) = 10 CE hours. A contact hour is equal to 60 clock minutes.

### **How do I request approval of a CE course or program?**

Each CE program shall be submitted to the Board at least 10 days in advance of the course date for consideration for approval using Form E-100 for CE Requests from Providers or Form E-200 for CE Requests from Individuals. ACPE courses are automatically accepted by the Board and do not need to be submitted for approval. CE programs shall not include in-service programs, on-the-job training, orientation for a job, an education program open to the general public, a cardiopulmonary resuscitation (CPR) course, a basic cardiac life support (BCLS) course, emergency or disaster training or direct experience at a healthcare facility under a code blue, testing out of a course, or medical school courses.

### **Can a licensee request approval of CE course or program if he/she is not the provider?**

Yes. Please follow the course approval submission requirements using Form E-200 for CE Requests from Individuals.

### **How do I know if a CE course or program is approved in Kansas?**

All ACPE-approved courses are approved in Kansas for CE credit. Other courses must be submitted to the Board for approval and then are listed on an approved course list, which is available on our website.

### **Can I carry-over unused CE hours from one license period to another?**

No. CE hours cannot be carried over to the next renewal period. Acquisition of CE begins the first day of the month following the renewal period.

### **Can I combine fractions of CE hours to receive full credit?**

Yes. CE hours are recorded in fractions of hours.

**Do I have to send copies of my CE certificates to the Board?**

No. For the renewal period ending June 30, 2016, please DO NOT send certificates or other proof of CE to the Board unless specifically requested by notification of an audit.

Beginning August 1, 2016, you must submit proof of completion (copy of your certificate) of any approved CE program to the Board within 60 days of completion, unless the course is listed on your CPE monitor. Certificates should be in PDF format on the letterhead of the provider and include the program title, the Kansas approved course number, the participant's name, the number of credits earned by the participant and the date completed. All courses on the CPE monitor are automatically reported to the Board. It is the licensee's responsibility to verify that all CE (including hours that are supposed to appear on the CPE Monitor) have been received by the Board.

No credit shall be given for any certificate received by the board after the June 30 expiration date of each licensure period. Do not send originals to the Board office.

**Do I need to retain copies of my CE certificates?**

Yes. You are required to keep your CE records and certificate for any hours used to renew for up to five years. If you receive notice of CE Audit, you will be required to send readable copies of certificates, transcripts or grade reports. Certificates should be in PDF format on the letterhead of the provider and include the program title, the Kansas approved course number, the participant's name, the number of credits earned by the participant and the date completed.

**As a pharmacist, how do I receive credit for CE hours earned before certificates were required to be provided to the Board (pre-August 2016)?**

At some time prior to your next renewal (2017 or 2018), you will need to submit certificates of completion to the Board for any hours earned during the renewal period that you intend to count toward your 30-hour CE requirement. The 90-day submission deadline will not apply, but the certificates must be received by the Board prior to being eligible for renewal.

**Can I get CE hours by attending Board of Pharmacy meetings?**

No. CE credit will not be given for any Board meeting attended after December 1, 2015.

**Can I request a waiver of my CE hours?**

No. All licensees are required to complete the requisite CE hours unless they are renewing their license on inactive status.

**How do I submit my CE certificate to the Board?**

For the June 2016 renewal group, do not send any certificates or CE to the Board, unless requested to do so during a CE audit.

After July 1, 2016, you must submit proof of completion (copy of your certificate) for any approved CE program not listed on your CPE monitor.

Certificates may be hand-delivered or submitted by mail to  
Kansas State Board of Pharmacy  
800 SW Jackson, Suite 1414  
Topeka, KS 66612

Emailed to [pharmacy@ks.gov](mailto:pharmacy@ks.gov), or

Faxed to 785-296-8420.

In the future, certificates may also be uploaded to your Kansas Pharmacy eLicense account.

**How do I submit my CPE monitor to the Board?**

If you do not have a CPE monitor account, please visit the NABP website, create an account, and designate Kansas as a state that can access your CPE monitor. If you are licensed in multiple states, be sure to indicate that information on the CPE monitor.

**Do I need to submit my CPE monitor?**

No. As long as you gave Kansas permission to view your CPE monitor, the Board can access your CPE monitor directly and you do not need to submit any CE hours listed on your CPE monitor.

**Will my CE from Missouri, Oklahoma, or another state count in Kansas?**

Yes, if the CE has been approved by that state's Board of Pharmacy. Upon submission of your certificate of completion to the Kansas Board, please include the document or minutes granting CE approval in the state of origin.

**Can I request an extension of time to complete my CE?**

There is NO grace period for completion of CE hours, and no extensions will be granted. CE is not required while a license is on inactive status. However, continuing education will be required for reinstatement to active status.

**If I have not obtained the required CE hours, can I renew on inactive status?**

Yes, but only if the following conditions are met:

1. The renewal application is timely submitted along with the renewal fee.
2. No grounds exist for denying renewal of your license other than you have not complied with the CE requirements fixed by the Board.
3. You will not engage in the practice of pharmacy in Kansas while on inactive status.

CE is not required while a license is on inactive status. However, CE will be required for reinstatement to active status.

**What do I do if I receive a notice that my CE is being audited?**

Return the letter along with readable copies of all the 30 CE hour certificates (or requisite hours) that are not available to Kansas on your CPE Monitor.

## Complaints

### **Who can file a complaint?**

Anyone can file a complaint with the Board. Most complaints come from consumers, but others come from employers. Reports can originate from any source. Other sources include the court system, law enforcement, newspapers, TV or radio reports, patients, neighbors, relatives, other regulatory agencies (resident and nonresident), individual health care providers, etc.

### **How do I file a complaint?**

Complete the Complaint Form C-100, available on the Board's website and submit it to the Board with all available information and supporting documents.

### **What should I submit with my complaint?**

Anything you think might be important or relevant. Please submit as much information as possible when submitting your complaint. The more information we have, the better!

### **How will I know that the Board received my complaint?**

Once the Board has received your complaint, you will receive a written acknowledgement.

### **What happens to my complaint once received?**

Once we have received your Complaint Form, the following takes place:

1. We notify you that your complaint has been received.
2. The Executive Secretary reviews the complaint and assigns an appropriate investigator.
3. A Board inspector conducts an investigation to compile a report that is presented to the Board.
4. The Investigative Member of the Board reviews the Investigative Report to determine if any possible violations of Kansas Law have occurred.
5. The Board determines if a hearing is warranted and notifies the appropriate parties.

If possible violations are indicated in the Board's opinion, then a hearing with the licensee is arranged according to the Kansas Administrative Procedure Act. The hearing is to give the licensee an opportunity to present his/her case. There is a possibility that the person submitting the complaint or other appropriate parties will need to appear at the hearing, but this is not always the case.

The Board has the legal authority to revoke, suspend, or restrict the individuals that they regulate. Monetary fines are also a part of the Board's authority.

**Who investigates a complaint?**

Complaints are investigated as assigned by the Executive Secretary. The Board employs five staff inspectors, including three licensed pharmacists and two compliance inspectors (former pharmacy technicians).

**What happens during an investigation?**

Investigators collect information from many sources. Medical records, personnel records, agency records, and disciplinary records from other states are reviewed. Investigators interview witnesses and take statements. Investigators interview licensees/registrants that are being investigated. During investigations licensees/registrants may offer evidence and statements to be considered. Investigators

collect all information available, both positive and negative. The investigators organize, review and summarize all available information and present it to the Board's Investigative Member for review. All disciplinary actions taken by the Board's Investigative Member are reviewed and approved by the Board at their quarterly meetings.

**How long does an investigation take?**

An investigation may take anywhere from a few weeks to a few years, depending on the complexity and severity of the issues, as well as the case load of the inspectors. Most investigations are completed within nine months.

**Will I be notified about the outcome of the investigation?**

In most cases, the Board notifies the person submitting the complaint of the general outcome of the case. For example, the Board may indicate discipline was initiated against a licensee. However, specifics and details of an investigation or the outcome are not open to the public and will not be reported or discussed.

**Can I find out who filed a complaint against me or my business?**

All complaints received by the Board are subject to disclosure under the Kansas Open Records Act, K.S.A. 45-215 *et seq.*

**How can I find out if there have been complaints or disciplinary action against a licensee or pharmacy?**

Complaints and investigations are not open to the public. However, once formal disciplinary action is effective against an individual or a facility, an order is made available on the Board's website and is reported to the National Association of Boards of Pharmacy. Such actions are subject to disclosure under the Kansas Open Records Act, K.S.A. 45-215 *et seq.*

**Can I file a complaint anonymously?**

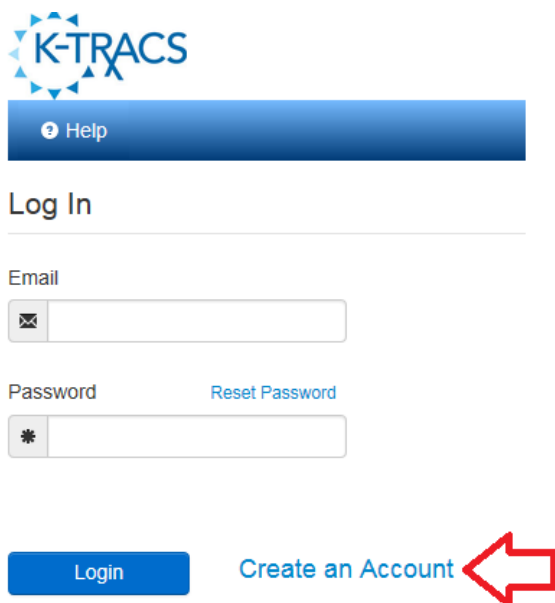
Yes. However, a complaint submitted anonymously does not carry as much weight. It is more difficult to conduct an investigation, determine facts, or obtain documents. Additionally, the investigator is unable to corroborate any information with the person filing the complaint and unable to ask any follow-up questions to aid their investigation.



## K-TRACS

### How do I enroll in K-TRACS?

To register online, please visit <https://kansas.pmpawre.net> and select “Create an account” next to the login button.



The image shows the K-TRACS login and registration interface. At the top is the K-TRACS logo, which consists of a blue gear-like icon with the text 'K-TRACS' to its right. Below the logo is a blue button with a white question mark icon and the text 'Help'. Underneath is the 'Log In' heading. Below this are two input fields: 'Email' with an envelope icon and 'Password' with a star icon. To the right of the password field is a blue link that says 'Reset Password'. At the bottom are two buttons: a blue 'Login' button and a blue 'Create an Account' button. A red arrow points to the 'Create an Account' button.

### Can someone in my office enroll in K-TRACS?

To register for KTRACS access, the registered user (prescribers, dispensers, and medical personnel) needs to have an active verifiable license from a state board or agency. A registered user may authorize up to two other individuals to register as delegates. The registered user will receive notification from the PMP system when someone enrolls as their delegate, and will then be required to approve the request through their own user account. The registered user can terminate any of delegate's access at any time through the registered user's account. A delegate who works with more than one registered user will need to be enrolled with each individual supervisor. There is space on the delegate registration to list emails for more than one supervisor.

### Where can I get more information about using or reporting to K-TRACS?

An informational guide to K-TRACS is available on our website at <http://pharmacy.ks.gov/k-tracs/pmp-aware-dispensation-guide>.

For more information about using K-TRACS as a data requester please visit [www.pharmacy.ks.gov/k-tracs](http://www.pharmacy.ks.gov/k-tracs) and view the K-TRACS User Support Manual and/or K-TRACS FAQ.

For more information about using K-TRACS as a data submitter please visit [www.pharmacy.ks.gov/k-tracs](http://www.pharmacy.ks.gov/k-tracs) and view the PMP Clearinghouse Data Submission Guide & Data Submitter FAQ. Additional PMP reporting requirements can be found on our website [www.pharmacy.ks.gov](http://www.pharmacy.ks.gov) under K-TRACS Statutes & Regulations, specifically section KAR 68-21-2.

**Where can I find K-TRACS posters, brochures or patient notice information?**

These documents can be found on our website at <http://pharmacy.ks.gov/k-tracs/k-tracs-posters-brochures>.